



This form must only be used for Transfers of students who were successful in CPEA.

DATE RECEIVED: .....

REF NO.: .....

MINISTRY OF EDUCATION AND HUMAN RESOURCE DEVELOPMENT- GRENADA

TRANSFER APPLICATION FORM

TEST YEAR

[ ]

SECTION A: BACKGROUND INFORMATION: To be completed by parent or guardian

Name of Student

First Name

[ ]

Last Name

[ ]

Date of Birth

[ ] [ ] [ ]  
DD MM YYYY

Sex: Male

Female

Religion

[ ]

Primary School

[ ]

Home Address

[ ]

(Village)

[ ]

(Parish)

Parents Work Address

[ ]

(Village)

[ ]

(Parish)

Contact Information

[ ]

(Telephone Number)

[ ]

(E-mail Address)

SECTION B: TRANSFER DETAILS: Please state your 2 preferred schools in rank order, the secondary school assigned and a reason for transfer request.

Secondary School Assigned to

[ ]

Transfer Requested to: Rank 1

School Name:

Rank 2

School Name:

Reason(s) for Transfer Request

SECTION C: PARENT'S/GUARDIAN'S DECLARATION

- I declare that all the information which I have provided is true.
- I confirm that all persons with parental responsibility have agreed to this transfer.
- I understand that any school place offered on the basis of fraudulent or intentionally misleading information may be withdrawn.

Applicant's Name (Mr/Mrs/Ms)..... Relationship: .....

Applicant's Signature ..... Date: .....

All application forms **MUST** be returned to the Educational Testing and Measurement Unit of the Ministry of Education, Human Resource Development and Sports Affairs by **June 29<sup>th</sup>** of the examination's year.



**SECTION D. TRANSFER CERTIFICATE (To be completed by Ministry of Education Officials)**

The Ministry of Education has approved/not approved the transfer of

..... from .....

To .....

.....

Date: .....

**Chief Education Officer (AG)**

**Ministry of Education and Human Resource Development**

.....  
**MINISTRY OF EDUCATION'S STAMP**

All application forms **MUST** be returned to the Educational Testing and Measurement Unit of the Ministry of Education, Human Resource Development and Religious Affairs by **June 29<sup>th</sup> of the examination's year.**

**MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT AND  
RELIGIOUS AFFAIRS**

**GROUNDNS FOR TRANSFER REQUEST**

**REQUEST FOR TRANSFERS SHOULD ONLY BE MADE ON THE FOLLOWING  
GROUNDNS:**

- Change of residency of parents after the submission of placement forms.
- The child has one or more older siblings presently attending this school.
- Based on demographics: Transportation cost will be less for the child to attend this school as compared to the school assigned.
- The school has accommodation and special arrangements for physically challenged students via ramps, transportation, etc.
- Instances of social issues with deep psychological effects on the child being at this school. **Please note that original documentation (s) signed by a medical practitioner, education consultant or psychologist should accompany the transfer request for this reason.**

**TRANSFERS ON ANY OTHER GROUNDNS WILL NOT BE CONSIDERED.**

**Please note that even if you completed your form and turned it in on time with the stipulated groundns, it does not automatically guarantee a transfer.**

**All application forms MUST be returned to the Educational Testing and Measurement Unit of the Ministry of Education, Human Resource Development and Religious Affairs by June 29<sup>th</sup> of the examination's year.**